

## Idaho-Mexico Trade Office Internship

The Idaho-Mexico Trade Office in Guadalajara, Jalisco, Mexico, was established in 1994 to facilitate Idaho exports to Latin America. It is managed by the Idaho State Department of Agriculture in cooperation with the Idaho Department of Commerce. In addition to serving Idaho exporters, we actively seek university students that are interested in spending a semester in Guadalajara to intern in the trade office.

Up to three intern opportunities are available each year. Currently, a \$500 per month stipend is offered **for the summer\* internship only**. Students are responsible for expenses including roundtrip airfare, housing, meals, and other incidentals. Housing is approximately \$500-550 per month.

Internship Period	Deadlines
January - April/May 2016	October 2, 2015
May/June – August 2016*	March 4, 2016
September/October - December 2016	June 10, 2016

### Preferred Qualifications:

- Junior/Senior class standing or recent university graduate
- Proficient in Spanish\*\*
- Major in International Business, International Studies, Spanish, or a related field of study

\*\*applicants should feel comfortable answering the phone in Spanish, giving short presentations, and using all grammatical tenses

### Application Requirements:

- Resumé of relevant work, academic, volunteer, extracurricular or other experience
- Cover letter detailing the reasons for wanting to participate in this program
- Two letters of recommendation (submit signed, scanned copies)

### Intern Duties Include:

- Conducting research and assisting Idaho companies with entry strategies for Mexico/Latin American markets
- Developing business leads for Idaho companies interested in Latin America
- Responding to business-related questions from Idaho companies, universities and partners regarding Mexico
- Interpreting and arranging appointments for visiting Idaho organizations and individuals
- Aiding in the organization of trade events and commercial missions

### To apply, e-mail materials to:

Sarah Massie  
International Business Team  
Idaho Department of Commerce  
(208) 780-5151  
[sarah.massie@commerce.idaho.gov](mailto:sarah.massie@commerce.idaho.gov)